

# Notice & Agenda

## Swift County Board of Commissioners

Tuesday, February 19, 2019

9:00 AM

**LEC Meeting Room – 301 14<sup>th</sup> St N, Benson, MN**

If you need any type of accommodation to participate in this meeting, please contact the County Administrator at 320-314-8399 at least 48 hours prior to the meeting. Times are only estimates and items may be taken out of order.

<u>Time</u>	<u>Reference</u>	<u>Item</u>
9:00 a.m.		<b>Call to Order and Roll Call</b>
9:01 am.	1-2	<b>Consider approving Commissioner E. Pederson's letter of resignation as Board Chairman</b>
9:03 a.m.	3	<b>Nominations for Chair</b>
9:04 a.m.	4	<b>Nominations for Vice-Chair</b>
9:05 a.m.		<b>Approve Agenda</b>
9:06 a.m.		<b>Consent Agenda</b>
	5-7	(1) Minutes from the February 5, 2019 Regular Meeting
	8-10	(2) Consider approving Benchmark Communities and Jobs for Market Study
	11	(3) Consider approval for Swift County Budget for 4-H Aquatic Robotics Program
	12-17	(4) Consider approving Policy number 2.701 County Burial Allowance
	18	(5) Consider approving one Daycare Grant
	19-20	(6) Consider approving and signing a Resolution authorizing sponsorship of Northern Lights Trails Snowmobile Club for a State Grant
9:10 a.m.		<b>Consider Approval of Commissioner warrants and review Auditor warrants reviewed</b>
9:11 a.m.		<b>Commissioner and Board reports</b>
9:30 a.m.		<b>County Administrator report</b>
9:35 a.m.		<b>Citizens Comments</b>
9:40 a.m.	21-22	<b>Andy Sander, County Engineer</b> Consider purchase of a motor grader and a tandem truck
9:50 a.m.		<b>Andy Albertson, Soil and Water Conservation District update</b>
10:10 a.m.	23-24	<b>Scott Collins, Environmental Services</b> Consider adopting Swift County's Comprehensive Local Water Management Plan
10:20 a.m.	25-26	<b>Catie Lee, Human Services</b> Human Services Fiscal Summary Update
10:30 a.m.	27-32	<b>Ron Vadnais, County Treasurer</b> Review 4 <sup>th</sup> Quarter 2018 Cash & Investments
10:40 a.m.	33-37	<b>Kim Saterbak, County Auditor</b> Review 4 <sup>th</sup> Quarter 2018 Executive Departmental Budget Report
10:50 a.m.		<b>Other Business</b>
11:00 a.m.		<b>Adjournment</b>



# Request for Board Action

BOARD MEETING DATE:  
February 19, 2019

## Commissioner's Report

### Department Information

ORIGINATING DEPARTMENT: Administration	REQUESTOR: Kelsey Baker	REQUESTOR PHONE: 320-314-8399
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### Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Consider approving Commissioner Pederson's letter of resignation as Board Chairman	
AGENDA YOU ARE REQUESTING TIME ON: Regular Agenda	ARE YOU SEEKING APPROVAL OF A CONTRACT? no
IS THIS MANDATED? no	EXPLANATION OF MANDATE: NA
BACKGROUND/JUSTIFICATION: According to Robert's Rules, the board needs to formally adopt the resignation.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? no	

### Budget Information

FUNDING: None
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### Review/Recommendation

COUNTY ATTORNEY: Danielle Olson	COUNTY ADMINISTRATOR: Kelsey Baker
RECOMMENDATIONS: N/a	RECOMMENDATIONS: n/a
COMMENTS: n/a	COMMENTS: n/a

11:54 A.M. February 5, 2019

I do hereby resign as Board  
Chairman for the Swift County  
Board of Commissioners effective  
to this date.

Edward Pedersen  
February 5, 2019

**RESOLUTION No. 19-02-21**

**APPOINTING 2019 SWIFT COUNTY BOARD OF COMMISSIONER CHAIR**

Motion by Commissioner \_\_\_\_\_ Seconded by Commissioner \_\_\_\_\_

**BE IT RESOLVED**, that \_\_\_\_\_ is hereby appointed the 2019 Chair of the Swift County Board of Commissioners.

Adopted on a \_\_\_\_\_ vote by the Swift County Board of County Commissioners the 19th day of February 2019.

Swift County Board of Commissioners

\_\_\_\_\_  
Chairman

ATTEST:

\_\_\_\_\_  
Kelsey Baker, County Administrator

Fox            \_\_\_  
P. Peterson    \_\_\_

Hendrickx    \_\_\_  
Rudningen    \_\_\_

E. Pederson    \_\_\_

**RESOLUTION No. 19-02-22**

**APPOINTING 2019 SWIFT COUNTY BOARD OF COMMISSIONER VICE-CHAIR**

Motion by Commissioner \_\_\_\_\_ Seconded by Commissioner \_\_\_\_\_

**BE IT RESOLVED**, that \_\_\_\_\_ is hereby appointed the 2019 Vice-Chair of the Swift County Board of Commissioners.

Adopted on a \_\_\_\_\_ vote by the Swift County Board of County Commissioners the 19th day of February 2019.

Swift County Board of Commissioners

\_\_\_\_\_  
Chairman

ATTEST:

\_\_\_\_\_  
Kelsey Baker, County Administrator

Fox            \_\_\_  
P. Peterson    \_\_\_

Hendrickx    \_\_\_  
Rudningen    \_\_\_

E. Pederson    \_\_\_

## **SWIFT COUNTY BOARD MINUTES**

### **February 5, 2019**

Chairman E. Pederson called the meeting to order at 9:00 AM with all members present. Also present: County Administrator Kelsey Baker, County Attorney Danielle Olson, Terri Orr and many members of the public.

Chairman E. Pederson asked if there were any changes or additions to the agenda. Chairman E. Pederson requested an addition under other business on the Appleton Prison. No other changes or additions were requested.

**02-05-19-01** Commissioner Rudningen moved and Commissioner Hendrickx seconded to approve the agenda as amended. Motion carried unanimously.

**02-05-19-02** Commissioner Fox moved and Commissioner P. Peterson seconded to approve the Consent Agenda items: (1) Minutes from the January 15, 2019 Regular Meeting, (2) Consider giving consent to the Swift County HRA to apply a special assessment to the property at 500 12<sup>th</sup> St. North Benson, MN 56215, (3) Consider approving the corrected County Attorney salary. Motion carried unanimously.

**02-05-19-03** Commissioner P. Peterson moved and Commissioner Rudningen seconded to approve the Commissioner warrants as follows: Revenue, \$115,860.58; Solid Waste, \$25,824.52; Road and Bridge, \$53,706.15; Debt Service, \$1,750.00; Capital Projects Fund, \$2,110.82; County Ditches Fund, \$16,696.20; County Health Insurance, \$436.00; which includes the following bills over \$2,000: Albany Recycling Center, \$2,423.79; American Door Works, \$3,157.68; Ascherman Oil, \$19,992.85; Commerford Gravel Inc., \$3,093.00; Counties Providing Technology, \$5,842.00; Geyer Recycling, \$6,099.33; Konrad Material Sales LLC, \$10,867.50; Lac Qui Parle County Sheriff, \$2,335.00; Life Insurance Company of North America, \$2,092.02; Minnesota Energy Resources Corporation, \$17,161.34; Newman Traffic Signs, \$2,998.67; Pioneerland Library System, \$32,898.25; Southwest Initiative Foundation, \$3,223.00; Swift County Parks and Drainage, \$12,118.00; Tangen, Attorney/Neil, \$3,683.67; Treasurer, City of Appleton, \$4,276.90; Tyler Technologies, Inc., \$8,750.19; Van Heuveln General Contracting Inc., \$11,810.00; Waste Management of Northern Minnesota, \$11,075.95; WatchGuard Video, \$4,950.00; Yellow Medicine County Jail, \$4,851.00; Ziegler Inc., \$5,955.81. Motion carried unanimously.

Board and Committee Reports were given as follows: Commissioner Rudningen reported on the Prairie Lakes Youth Programs, Building Committee, Emergency Service Radio Board and Kerkhoven EDA meeting. Commissioner Fox reported on Woodland Centers, Chippewa River Watershed, Hospital Finance meeting and ROI. Commissioner P. Peterson reported on Prairie Five Community Action Council, Supporting Hands Nurse Family Partnership and Swift County HRA. Commissioner Hendrickx reported on Private Industry Council, AMC, MACCSA, Health and Human Service meeting and Building Committee. Chairman E. Pederson reported on his three meetings that were cancelled due to weather conditions.

Administrator Baker reported on 6W Lease, WIFI in County Building, City of Benson Strategic Planning meeting, AMC conference call, Insurance meeting with MMA, Building Committee, Human Services meeting, couple of letters for building project, Medical Examiner, and Southern MN Tourism Association.

Chairman E. Pederson asked for citizen's comments. Jim Hilleren read a letter to the Commissioners, Robert Zielsdorf, Mick Abner, Stan Olson, Don Tofte, Ron Hanson, Mark Hughes, John Huston, Leroy Noreen, Grant Herfindahl, Allen Saunders, Ron Schlieman, Jerry Swenson, and Jan Goff voiced their concerns on the building project. There were no others.

The board recessed for a break at 10:15 AM.

The board reconvened at 10:30 AM.

Administrator Kelsey Baker gave a brief history and explanation on behalf of the building committee on the guiding principles to consider approving Schematic Design with Wold Architects and Engineers for a potential building. A lengthy discussion was held.

**02-05-19-04** Commissioner Hendrickx moved and Commissioner Rudningen seconded to approve the Schematic Design with Wold Architects and Engineers for a potential building. Motion passed with Commissioners Hendrickx, Rudningen and P. Pederson voting in favor and Commissioners Fox and E. Pederson voting against.

Roll call vote:

Fox	No
Hendrickx	Yes
E. Pederson	No
P. Peterson	Yes
Rudningen	Yes

Motion passed.

Countryside Public Health Administrator Liz Auch presented updates on the Countryside Public Health programs.

HRA Director Vicki Syverson and RDA Executive Director Jennifer Frost discussed an agreement between Minnesota Housing Partnership and Swift County HRA hereinafter called SCHRA Housing Institute.

4-H Program Coordinator Becca Turnquist introduced herself to the Board of Commissioners. Becca gave an update on the Extension and 4-H programs that are coming up this year.

Commissioner P. Peterson suggested sending out letters for support to reopen the Appleton Prison. A brief discussion was held.

**02-05-19-05** Commissioner Hendrickx moved and Commissioner P. Peterson seconded to approve that Swift County will continue the operations of a Jail and Dispatch Center within our county. Motion carried unanimously.

**02-05-19-06** Commissioner P. Peterson moved and Commissioner Rudningen seconded to adjourn. Motion carried unanimously.

Meeting adjourned at 11:51 AM.

WITNESSED:

\_\_\_\_\_  
Ed Pederson, Chair

ATTEST:

\_\_\_\_\_

Kelsey Baker, County Administrator



# Request for Board Action

BOARD MEETING DATE:  
February 19, 2019

## Commissioner's Report

### Department Information

ORIGINATING DEPARTMENT: Administration	REQUESTOR: Kelsey Baker	REQUESTOR PHONE: 320-314-8399
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### Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Consider approving Benchmark Communities and Jobs for Market Study.	
AGENDA YOU ARE REQUESTING TIME ON: Consent Agenda	ARE YOU SEEKING APPROVAL OF A CONTRACT? no
IS THIS MANDATED? no	EXPLANATION OF MANDATE: NA
BACKGROUND/JUSTIFICATION: We are recommending these communities and jobs be looked at more in-depth in the market study. The attached document will list these areas.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? no	

### Budget Information

FUNDING: Included in 2019 budget.
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### Review/Recommendation

COUNTY ATTORNEY: Danielle Olson	COUNTY ADMINISTRATOR: Kelsey Baker
RECOMMENDATIONS: N/a	RECOMMENDATIONS: Approve
COMMENTS: n/a	COMMENTS: n/a



**DDA**  
**Human Resources, Inc.**  
*a David Drown Associates Company*

**TO: SWIFT COUNTY BOARD**

**FROM: TESSIA MELVIN, DDA MANAGEMENT CONSULTANT**

**CC: KELSEY BAKER, COUNTY ADMINISTRATOR AND AMANDA NESS, HR COORDINATOR**

**SUBJECT: APPROVAL OF BENCHMARK COMMUNITIES AND JOBS**

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## **BACKGROUND**

David Drown Associates, Human Resources has been hired by Swift County to conduct a market analysis. The purpose of a market analysis is to ensure that the County's compensation plan is adequate to attract new employees and retain its existing employees. DDA utilizes the Association of Minnesota County Wage Survey and benefit data as well as conducts our own personalized survey to obtain information about comparable positions and the characteristics of total compensation used by responding agencies.

## **PROJECT UPDATE**

Our Market Analysis will include the following:

- Kick-off Meeting with Labor Management Committee
- Job Description Review and Appeal Process
- Wage and Benefit Survey of all benchmark communities and benchmark positions
- Provide budget analysis and preliminary report with Project Team
- Final report with recommendations

## **MARKET ANALYSIS**

We are proposing to benchmark the following communities and jobs. All jobs will be analyzed for a wage analysis, but benchmark jobs allow us to look at similar jobs in communities and ask additional questions regard required education and experience needed of for the job, job tenure, minimum pay range, maximum pay range, supervisory duties, department size and if there are any additional benefits (on-call pay, call-back pay, uniform policy, longevity pay, etc.)

**Recommended Benchmark Communities:**

- Big Stone County
- Chippewa County
- City of Appleton
- City of Benson
- City of Morris
- Grant County
- Kandiyohi County
- Lac Qui Parle County
- Lyon County
- Martin County
- Meeker County
- Pope County
- Renville County
- Rock County
- Stevens County
- Traverse County
- Yellow Medicine County

**Recommended Benchmark Positions:**

- Communication and Corrections Officer
- Maintenance Worker III Highway
- Maintenance Worker III Environmental Services
- Legal Assistant/ Office Manager
- Legal Assistant/ Victim Witness Coordinator
- Highway Accountant
- Technical Support Specialist
- HR Coordinator
- Maintenance Supervisor
- Social Worker
- Environmental Director
- County Sheriff
- County Attorney
- County Administrator

All jobs will be included in a wage analysis, but benchmark positions allow us to look at more detail the education and experience needed for the position, if the position supervises and any other benefits this position would receive.

**BOARD ACTION**

We are seeking Board approval on the benchmark communities and jobs.

# Swift County Budget

## 4-H Aquatic Robotics Program

The 4-H Aquatic Robotics program gives youth in 4-H Clubs the opportunity to apply underwater robotic technology to real world water issues. 4-H Aquatic Robotics provides opportunities for youth to authentically engage with real world issues using ROV technologies.

Swift County has been supportive of this program for the last three years and has provided AIS funding. At the end of 2018 the program had a balance of \$9,000.00.

## 2019 Budget

4-H AIS Intern Salary \$6,000.00

4-H AIS Volunteer Training & Support \$1000.00

4-H AIS TEAM Support \$500.00

4-H AIS Day Camps \$500.00

4-H AIS promotion \$1000.00

Total \$9,000

This proposal continues to support the Swift County 4-H Aquatic Robotics program and returning unused money back to Swift County.



# Request for Board Action

BOARD MEETING DATE:  
February 19, 2019

## Commissioner's Report

### Department Information

ORIGINATING DEPARTMENT: Human Services	REQUESTOR: Catie Lee	REQUESTOR PHONE: 320-843-6301
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### Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: <b>Policy Review and Approval</b>		
AGENDA YOU ARE REQUESTING TIME ON: Regular board	ARE YOU SEEKING APPROVAL OF A CONTRACT? No	
IS THIS MANDATED? Most are	EXPLANATION OF MANDATE: County Board action needs to be taken to review and approve Policies	
BACKGROUND/JUSTIFICATION:		
<b>Human Services Policies</b>		
<b>Number and Name of Policy</b>	<b>Policy Purpose</b>	<b>Summary of Changes</b>
2.701 County Burial Allowance	To specify the terms of burials paid for at the Swift County Community Social Services Board Expense	Adding the section on crowdfunding ie: GoFundMe
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED?	Click here to enter text.	

### Budget Information

FUNDING: NA
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### Review/Recommendation

COUNTY ATTORNEY: Danielle Olson	COUNTY ADMINISTRATOR: Kelsey Baker
RECOMMENDATIONS: Click here to enter text.	RECOMMENDATIONS:
COMMENTS: n/a	COMMENTS: Click here to enter text.



<b>Policy Name</b>	<b>County Burial Allowance</b>
<b>Policy Number</b>	<b>2.701</b>
<b>Origination Date</b>	<b>1/1/1997</b>
<b>Board Approval Date</b>	<b>2/19/2019</b>
<b>Policy Owner</b>	<b>Financial Services Supervisor – Julie Jahn</b>
<b>Responsible Personnel</b>	Financial Services Staff
<b>Regulatory Requirement</b>	M.S. 261.035
<b>Cross References</b>	
<b>Attachments</b>	<b>Request for County Burial Form</b>

### **Appendix Purpose**

*To specify the terms of burials paid for at the Swift County Community Social Services Board expense.*

### **Procedure**

- A. In accordance with MN Statute 261.035, Swift County will provide immediate disposition or direct cremation for residents of the county who are otherwise unable to pay the cost of disposition or their remains. A county paid burial will not be paid if the spouse's assets exceed \$12,000.
- B. Swift County will utilize cremation when the preferences of the deceased, the deceased's spouse or next of kin are not known.
- C. Application
  - a. The Department will require that a responsible family member complete a Request for County Burial Application. If death occurs on a weekend and no one at the Department can be contacted, the mortician would proceed with the idea it might be a county paid burial. The family must contact the Department the first business day following the weekend. Authorization and approval of a county burial must be received prior to making funeral plans. The Eligibility Worker will make a timely determination of eligibility for the county funded burial and inform the funeral home of the determination.
- D. The funeral home may charge miscellaneous expenses such as memorial cards, register books, acknowledgment cards, flowers, music, etc to the deceased person's family. A county paid burial cannot exceed the amount adopted by the CSSA board nor can the Department contribute toward a more expensive burial.
- E. Application of Assets
  - a. Assets of the deceased person must be applied towards the funeral expense. Death benefits payable from Social Security, Veteran's allowance, insurance or any other source must be applied to the bill first. The funeral home will bill the balance to the Department. The Eligibility Worker will review the bill and forward to the Accounting Office for payment of the county burial.
  - b. Any crowdfunding sources such as benefits, fundraisers or online sources such as GoFundMe accounts, solicited to pay for burial expenses will be considered as available

assets to offset the disposition costs. Any crowdfunding benefits raised to help pay for medical expenses of a deceased recipient of Medical Assistance will be considered available if the Medical Assistance Program covered all medical expenses. Any outstanding medical bills of the deceased that are not covered by Medical Assistance may be paid by a crowdfunding source as an allowable expense; however, any remaining balance in the crowdfunding source will be considered an available asset to help offset the disposition costs. Any funds being raised via crowdfunding, benefits or fundraisers may be subject to recovery for reimbursement of the county paid burial costs.

F. Infants

- a. Reimbursement for funeral expenses for stillborn will be at cost and not to exceed 50% of the authorized amount for adults.

G. Allowances for various services shall be at the following rates:

Category	Regular Burial	Cremation
1. Professional Services (cost of the service, embalming, Initial transfer, facilities and equipment, Visitations, etc)	\$1400	\$1000
2. Merchandise Casket or Urn (item at lowest cost)	\$595 approx	\$125 approx
3. Cash Advance Items		
a. Outside container/vault	\$575 approx	\$95 approx
b. Cemetery charges at cost	\$500 approx	\$150 approx
c. Grave Opening/Closing	at cost	at cost
d. Transportation – loaded mile	\$1.50/mile	\$1.50/mile
e. Crematory charges	none	\$625 approx
f. Other (City, fees, etc.)	at cost	at cost

H. Swift County does not pay for cemetery markers/headstones.

**Violation of this Policy**

No or only partial adherence to this policy or procedure may result in noncompliance with current regulatory requirements and subsequent penalties to Swift County Human Services Remediation for violators will include, but not be limited to, disciplinary action up to and including termination depending on the circumstances of the situation at the time.

**Signatures:**

\_\_\_\_\_  
Catherine Lee, Director

\_\_\_\_\_  
Date

Board Approval: \_\_\_\_\_  
Swift County Board Chair

\_\_\_\_\_  
Date

**SWIFT COUNTY HUMAN SERVICES**  
**410 21st St S, P.O. Box 208, Benson, MN 56215**

**REQUEST FOR COUNTY BURIAL**

A. Name of Deceased: \_\_\_\_\_ Case Number \_\_\_\_\_

B. Former Address: \_\_\_\_\_

C. Birth date: \_\_\_\_\_

Date of Death: \_\_\_\_\_

D. Social Security Number: \_\_\_\_\_

Was Deceased a Veteran?

Yes  No

E. Marital Status:  Single  Divorced  Married  Widowed

Separated

F. Assets: List any asset of the deceased. Bring in proof of the value of each item listed below.

Assets:	Yes	No	Owner's Name	Total Value	Other
A. Cash on hand and/or savings at home.				\$	
B. Savings in banks, credit unions, savings & loans, safe deposit boxes, etc.				\$	Bank Name
C. Checking accounts				\$	Bank Name
D. Life Insurance				\$	Cash surrender value
E. Stocks, bonds, savings certificates, IRA, annuities, etc.				\$	Specify:
F. Trust Funds - include trust funds for children				\$	court ordered? <input type="checkbox"/> yes <input type="checkbox"/> no
G. Cars 1. Make/Model/Year: and Trucks 2. Make/Model/Year:				\$	Amount Owed \$ \$
H. Prepaid burial account or burial trust account				\$	Where deposited?
I. Machinery, Livestock, etc.				\$	Amount owed? \$
J. Real Estate, Land or Buildings				\$	Amount owed? \$
K. Mobile Home				\$	Amount owed? \$
					Amount owed?

L. Other: Include boats, campers, motorcycles, snowmobiles, etc.				\$	\$
Specify Type(s) of Personal Property and Value Here Δ					

f:\stacy\umu\burialap

G. Income: Please list type and amount of income received by the deceased. If income is from wages, please list any unpaid wages due the deceased along with the name and address of employer.

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

I am aware that all available income/assets of the deceased must be paid to the funeral director. In the event that the deceased had accounts listed as "joint", I agree to turn the funds over to the funeral director. Swift County encourages payment toward the burial from decedent's life insurance and payable on death accounts. Payment from life insurance and payable on death accounts should be paid to Swift County Human Services. Payment should be sent to the attention of the Accounting Unit/County Burial.

**I believe what I have reported here is a true, correct, and complete statement of every material point.**

Signature of person applying on behalf of the deceased:	Date:	Phone number:
Relationship to deceased:		
Signature of person who helped complete the form:	Date:	

Your Rights

YOUR RIGHT TO PRIVACY. Minnesota's Data Privacy Act, Minnesota Statutes 13.04(2) and (3) says: You have the right to know why we ask for information and how we use it. We need this information to see if you may get assistance. You may refuse to give the requested information. However, if you refuse you may not get assistance.

IF YOU FEEL YOU ARE TREATED DIFFERENTLY in the handling of your application or payment because of race, color, national origin, political beliefs, marital status, religion, sex, age, or because of physical, mental or emotional disability, you may file a complaint with any of these agencies:

Department of Human Services  
Human Services Building  
444 Lafayette Road  
St. Paul, MN 55155-3833

Department of Human Rights  
500 Bremer Tower  
7th Place and Minnesota St.  
St. Paul, MN 55101

U.S. Department of Health  
and Human Services  
Washington, D.C. 20201

ACCESS TO FREE LEGAL SERVICES. You may contact your worker for information on free legal services.



# Request for Board Action

BOARD MEETING DATE:  
February 19, 2019

## Commissioner's Report

### Department Information

ORIGINATING DEPARTMENT: Human Services	REQUESTOR: Catie Lee	REQUESTOR PHONE: 320-843-6301
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### Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Approve 1 daycare grant					
AGENDA YOU ARE REQUESTING TIME ON: Regular board			ARE YOU SEEKING APPROVAL OF A CONTRACT? No		
IS THIS MANDATED? No			EXPLANATION OF MANDATE: County Board action needs to be taken to review and approve the grant request		
BACKGROUND/JUSTIFICATION:					
Name	Address	#children in Daycare	Amount requested	Purpose	Committee Approval Date
Discovery Kids	1400 Montana Ave. Benson MN	44	\$4,002	Daycare furniture, handwashing station and infant tables	4/12/19
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? <a href="#">Click here to enter text.</a>					

### Budget Information

FUNDING: Budget approval for these loans has been granted by the board.
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### Review/Recommendation

COUNTY ATTORNEY: Danielle Olson	COUNTY ADMINISTRATOR: Kelsey Baker
RECOMMENDATIONS: <a href="#">Click here to enter text.</a>	RECOMMENDATIONS:
COMMENTS: n/a	COMMENTS: <a href="#">Click here to enter text.</a>



# Request for Board Action

BOARD MEETING DATE:  
February 19, 2019

## Commissioner's Report

### Department Information

ORIGINATING DEPARTMENT: Auditor	REQUESTOR: Kim Saterbak	REQUESTOR PHONE: 320-843-6108
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### Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Consider approving and signing a Resolution authorizing sponsorship of Northern Lights Trails Snowmobile Club for a State grant.	
AGENDA YOU ARE REQUESTING TIME ON: Agenda	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? Yes	EXPLANATION OF MANDATE: Authorization by the Board of Commissions is required for Swift County to approve signing of a contracts
BACKGROUND/JUSTIFICATION: Swift County is the authorized sponsor of the trails operated by the Northern Lights Trails Snowmobile Club until 2020. The Northern Lights Trails Snowmobile Club is applying for a grant to be used to purchase equipment. A resolution has been requested to accompany this grant to reflect the additional sponsorship by Swift County. Swift County is not obligated to match any of the grant funds.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED?	

### Budget Information

FUNDING: n/a
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### Review/Recommendation

COUNTY ATTORNEY: Danielle Olson	COUNTY ADMINISTRATOR: Kelsey Baker
RECOMMENDATIONS: Was submitted for review prior to the meeting	RECOMMENDATIONS:
COMMENTS: n/a	COMMENTS: None

**RESOLUTION 02-19-23**

**AUTHORIZING SPONSORSHIP OF SNOWMOBILE EQUIPMENT  
GRANT BY THE NORTHERN LIGHTS TRAILS SNOWMOBILE CLUB**

Motion by Commissioner \_\_\_\_\_ Seconded by Commissioner \_\_\_\_\_

**BE IT RESOLVED**, that Swift County act as the legal sponsor for a grant application for funding to the State of Minnesota Department of Natural Resources for the Federal Recreational Trail Program, for the maintenance of snowmobile equipment managed by the Northern Lights Trails Snowmobile Club; and

**BE IT FURTHER RESOLVED**, that upon approval of its grant application by the State of Minnesota Department of Natural Resources, Swift County may enter into an agreement for the years 2019 and 2020 with the State of Minnesota for the above referenced grant and that it will comply with all applicable laws and regulations as stated in the grant agreement; and

**BE IT FURTHER RESOLVED**, that the applicant has read the Conflict of Interest Policy contained in the Trail Program Grant Manual and certifies it will report any actual, potential, perceived, or organizational conflicts of interest upon discovery to the state related to the application or grant award.

**BE IT FURTHER REOLVED**, that Kimberly Saterbak, County Auditor, is hereby authorized to serve as the fiscal agent for the above referenced project; and

**BE IT FINALLY RESOLVED**, that Swift County hereby assures the grooming equipment acquired through this grant will be maintained for no less than twenty (20) years as required by the Federal Recreational Trail Grant Program or until such time as appropriate disposition actions are approved by the Minnesota Department of Natural Resources.

Adopted on a \_\_\_\_\_ vote by the Swift County Board of County Commissioners the 19<sup>th</sup> day of February, 2019.

Swift County Board of Commissioners

\_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Kelsey Baker, County Administrator

Fox \_\_\_  
P Peterson \_\_\_

Hendrickx \_\_\_  
Rudningen \_\_\_

E Pederson \_\_\_

## Motor Patrol Replacement Cost

<b>Motor Grader</b>	<b>Cost</b>	<b>Trade</b>	<b>Tax &amp; License</b>	<b>Total</b>
<b>RDO 670G</b>	<b>301,823</b>	<b>90,000</b>	<b>0</b>	<b>211,823</b>
<b>Ziegler CAT 12M3</b>	<b>311,787</b>	<b>81,300</b>	<b>0</b>	<b>230,487</b>

## Truck Replacement Cost

<b>TANDEM AXLE PLOW TRUCK</b>	<b>Cost</b>	<b>Trade</b>	<b>Tax &amp; License</b>	<b>Total</b>
<b>Istate Truck Center - 2017 Freightliner 114SD</b>	<b>115,587</b>	<b>42,000</b>	<b>4,716</b>	<b>73,587</b>
<b>Nuss Truck &amp; Equipment – Mack GU713 AF</b>	<b>119,779</b>	<b>45,000</b>	<b>5,547</b>	<b>74,779</b>
<b>Boyer - WesternStar</b>	<b>117,601</b>	<b>22,500</b>		<b>95,101</b>
<b>Boyer - Freightliner</b>	<b>111,699</b>	<b>22,500</b>		<b>89,199</b>

<b>TRUCK BOX &amp; PLOW EQUIPMENT</b>	<b>Cost</b>	<b>Total</b>
<b>Towmaster Truck Equipment</b>	<b>109,899</b>	<b>109,899</b>
<b>TBEI Inc.</b>	<b>110,161</b>	<b>110,161</b>

**Total     \$160,954.00**

**Budgeted   \$200,000**



# Request for Board Action

BOARD MEETING DATE:  
February 19, 2019

## Commissioner's Report

### Department Information

ORIGINATING DEPARTMENT: Environmental Services	REQUESTOR: Scott Collins	REQUESTOR PHONE: 320-843-2356
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### Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Considering adopting Swift County's Comprehensive Local Water Management Plan	
AGENDA YOU ARE REQUESTING TIME ON: Click here to enter text.	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? No	EXPLANATION OF MANDATE: Click here to enter text.
BACKGROUND/JUSTIFICATION: The MN Board of Water & Soil Resources (BWSR) approved the revised Swift County Local Water Management Plan at its meeting on January 23, 2019. This amendment of the local Water Management Plan is effective for a five-year period until December 18, 2023. This is an amendment to a plan that presents water management goals, actions, and priorities of the county. With continued implementation of this water plan, the protection and management of Swift County's water resources will be enhanced. With the adoption of this resolution Swift County is in conformance with its local water management plan.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED?	

### Budget Information

FUNDING:
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### Review/Recommendation

COUNTY ATTORNEY: Danielle Olson	COUNTY ADMINISTRATOR: Kelsey Baker
RECOMMENDATIONS: Click here to enter text.	RECOMMENDATIONS: Click here to enter text.
COMMENTS: Click here to enter text.	COMMENTS: Click here to enter text.

### Board Action

Motions ___ E. Rudnigen ___ G. Hendrickx ___ E. Pederson ___ J. Fox ___ P. Peterson	
Action	Vote

**Adoption and Implementation  
After BWSR Approval**

**RESOLUTION 19-02-24**

WHEREAS, the Swift County Board of Commissioners has been notified by the Minnesota Board of Water and Soil Resources that the Swift County Comprehensive Local Water Management Plan Amendment has been approved according to Minnesota Statutes Chapter 103B.315, Subd. 6:

NOW, THEREFORE BE IT RESOLVED, the Swift County Board of Commissioners hereby adopts and will begin implementation of its approved comprehensive water plan amendment.

BE IT FURTHER RESOLVED, after the adoption of the local comprehensive water management plan amendment, the Swift County Board shall amend existing water and related land resources plans and official controls as necessary to conform them to the applicable and approved comprehensive water plan amendment.

BE IT FURTHER RESOLVED, after the adoption of the local comprehensive water management plan amendment, Swift County shall notify local units of government within the County of the adoption of the plan or amendments to the plan. The local units of government are required to submit existing water and related land resources plans and official controls within 90 days to the County Board for review.

BE IT FURTHER RESOLVED, Within 180 days, the Swift County Board shall review the submitted plans and official controls and identify any inconsistencies between the local plans and official controls, and local comprehensive water management plan. The Swift County Board shall specify applicable and necessary measures to bring the local plans and official controls into conformance with the local comprehensive water management plan.

BE IT FURTHER RESOLVED, if a local unit of government disagrees with any changes to its plan, the local unit has 60 days after receiving the county's recommendations to appeal the recommendations to the Board of Water and Soil Resources.

BE IT FURTHER RESOLVED, after receiving the recommendations of the Swift County Board, or a resolution of an appeal, a local unit of government has 180 days to initiate revisions to its plan or official controls. The new or revised plans and official controls must be submitted to the Swift County Board for review and recommendations.

Adopted \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Chairman  
Swift County Board of Commissioners

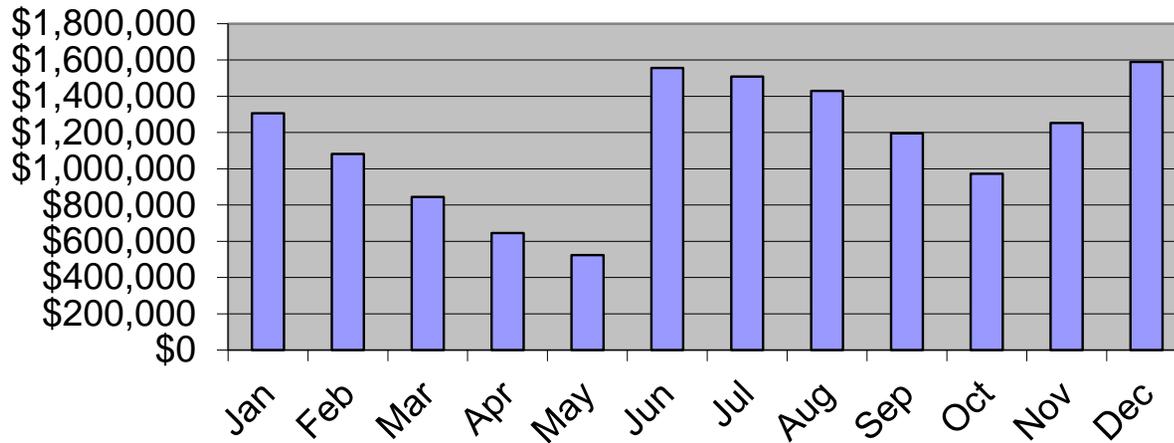
ATTEST:

\_\_\_\_\_  
Kelsey Baker  
County Administrator & Clerk of the Board



Swift County Human Services											
Ending Monthly Cash & Investment Balances											
2010 - 2019											
	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	Average
Jan	\$ 1,116,112	\$ 1,027,808	\$ 977,091	\$ 909,780	\$ 846,281	\$ 983,278	\$ 933,563	\$ 1,668,733	\$ 2,045,847	\$ 2,559,803	\$1,306,830
Feb	\$ 1,069,918	\$ 1,004,522	\$ 829,326	\$ 788,543	\$ 739,793	\$ 882,373	\$ 886,577	\$ 1,562,756	\$ 1,967,692		\$1,081,278
Mar	\$ 810,381	\$ 848,432	\$ 551,477	\$ 576,608	\$ 601,437	\$ 593,206	\$ 636,635	\$ 1,278,985	\$ 1,706,416		\$844,842
Apr	\$ 732,868	\$ 820,387	\$ 328,272	\$ 451,920	\$ 446,379	\$ 168,803	\$ 352,306	\$ 1,085,797	\$ 1,415,224		\$644,662
May	\$ 576,849	\$ 669,878	\$ 329,407	\$ 300,099	\$ 269,118	\$ 187,841	\$ 289,965	\$ 804,645	\$ 1,279,329		\$523,015
Jun	\$ 1,244,642	\$ 1,460,435	\$ 1,218,863	\$ 1,145,907	\$ 1,361,018	\$ 1,187,485	\$ 1,476,200	\$ 2,165,333	\$ 2,745,303		\$1,556,132
Jul	\$ 1,349,636	\$ 1,142,375	\$ 1,113,725	\$ 1,094,712	\$ 1,165,952	\$ 1,217,022	\$ 1,483,669	\$ 2,160,790	\$ 2,842,236		\$1,507,791
Aug	\$ 1,237,374	\$ 1,228,978	\$ 894,462	\$ 982,736	\$ 1,199,826	\$ 1,126,524	\$ 1,532,984	\$ 1,995,009	\$ 2,661,662		\$1,428,839
Sep	\$ 1,085,187	\$ 1,079,263	\$ 804,086	\$ 714,174	\$ 921,407	\$ 877,167	\$ 1,220,833	\$ 1,650,293	\$ 2,409,864		\$1,195,808
Oct	\$ 878,408	\$ 773,615	\$ 538,645	\$ 627,339	\$ 667,331	\$ 646,265	\$ 1,028,981	\$ 1,459,114	\$ 2,139,152		\$973,206
Nov	\$ 826,623	\$ 741,489	\$ 483,013	\$ 377,803	\$ 477,198	\$ 513,740	\$ 2,056,684	\$ 2,511,571	\$ 3,278,552		\$1,251,853
Dec	\$ 1,279,178	\$ 1,242,733	\$ 1,094,736	\$ 1,057,825	\$ 1,180,113	\$ 1,187,268	\$ 1,888,413	\$ 2,296,240	\$ 3,077,192		\$1,589,300
<b>Average</b>	<b>\$ 1,017,265</b>	<b>\$ 1,003,326</b>	<b>\$ 763,592</b>	<b>\$ 752,287</b>	<b>\$ 822,988</b>	<b>\$ 797,581</b>	<b>\$ 1,148,901</b>	<b>\$ 1,719,939</b>	<b>\$ 2,297,372</b>	<b>\$ 2,559,803</b>	

**Average Monthly Cash & Investment Balance  
2010-2019**





# Request for Board Action

BOARD MEETING DATE:  
February 19, 2019

## Commissioner's Report

### Department Information

ORIGINATING DEPARTMENT: Treasurer	REQUESTOR: Ron Vadnais	REQUESTOR PHONE: 320-843-3544
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### Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Review 4th Quarter 2018 Cash & Investments	
AGENDA YOU ARE REQUESTING TIME ON: Department reports	ARE YOU SEEKING APPROVAL OF A CONTRACT? NO
IS THIS MANDATED? NO	EXPLANATION OF MANDATE: N/A
BACKGROUND/JUSTIFICATION: N/A	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? <a href="#">Click here to enter text.</a>	

### Budget Information

FUNDING: N/A
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### Review/Recommendation

COUNTY ATTORNEY: Danielle Olson	COUNTY ADMINISTRATOR: Kelsey Baker
RECOMMENDATIONS: XXX	RECOMMENDATIONS: XXX
COMMENTS: XXX	COMMENTS: XXX

### Board Action

Motions ___ J Fox ___ G Hendrickx ___ E Pederson ___ P Peterson ___ E Rudningen	
Action	Vote

Swift County Cash & Investments

(Includes unrealized gains)

As of 12/31/18

Acct	12/31/18 Balance
<b>ASSETS</b>	
Cash and Bank Accounts	
Citizens Alliance Bank-Murdock	54,696.72
Fed RLF#281500-SBD	463,708.29
Health Ins 17-2	200,000.00
Health Ins 18-1	200,000.00
Health Ins 18-2	200,000.00
Health Ins 18-3	200,000.00
HS Clearing acct #1BB29020	614.13
HS-MMIS# 14534(Credit Union)	249,118.98
HS17-14	0.00
HS17-15	200,000.00
HS18-13	240,000.00
HS18-2	200,000.00
HS18-4	200,000.00
HS18-5	200,000.00
HS18-6	200,000.00
HS18-7	200,000.00
HS18-8	245,000.00
HS18-9	200,000.00
MAGIC(FEDERATED BOND)#651157	606,373.94
MAGIC(R&B)Mmkt#651173	2,041,076.56
MAGIC-CIP BOND ACCT#651168	5,286,206.51
MAGIC-Revenue ACCT#651154	3,169.69
PSB-Appleton	52,897.64
R&B Invest Acct#1BB27605	248,471.19
R&B17-8	0.00
R&B18-1	200,000.00
R&B18-10	245,000.00
R&B18-11	200,000.00
R&B18-2	249,000.00
R&B18-3	249,000.00
R&B18-4	200,000.00
R&B18-5	200,000.00
R&B18-6	248,000.00
R&B18-7	248,000.00
R&B18-8	248,000.00
R&B18-9	240,000.00
Revenue17-10	200,000.00
Revenue17-11	200,000.00
Revenue17-13	0.00
Revenue17-3	200,000.00
Revenue17-5	200,000.00
Revenue17-7	0.00
Revenue18-1	200,000.00
StBkDanvers	1,791,176.70
WELLS FARGO	894,271.62
<b>TOTAL Cash and Bank Accounts</b>	<b>17,903,781.97</b>
Other Assets	
REV, R&B & HS-Emp. Benefits CD	200,000.00
<b>TOTAL Other Assets</b>	<b>200,000.00</b>
Investments	
REV-HEALTH CARE	524,981.42
<b>TOTAL Investments</b>	<b>524,981.42</b>
<b>TOTAL ASSETS</b>	<b>18,628,763.39</b>

FUND #	FUND NAME	BANK #	INSTITUTION	ID#	MATURIT	TOTAL	INT	MONTH	ACCRUED
					Y DATE				
1097	Revenue	15	Merrick Bk South-UT	59013JH51	19-Dec-18	\$0.00		31-Dec-18	\$0.00
1097	Revenue	15	MB Financial Bk NA	55266CWU6	27-Dec-18	\$0.00		31-Dec-18	\$0.00
31097	R&B	15	FirstSentryBk-WVA	33640RCY1	28-Dec-18	\$0.00		31-Dec-18	\$0.00
<del>111097</del>	<del>Human Services</del>	<del>15</del>	<del>BNY Mellon NA</del>	<del>05584CBP0</del>	<del>28-Dec-18</del>	<del>\$0.00</del>		31-Dec-18	\$0.00
31097	R&B	16	MAGIC R&B acct	651173	31-Dec-18	\$2,041,076.56	2.34%	31-Dec-18	\$4,052.52
1001	Rev/RLF	1	StBkDanvers-Fed RLF	281500	31-Dec-18	\$463,708.29	1.00%	31-Dec-18	\$97.84
<del>111097</del>	<del>Human Services</del>	<del>15</del>	<del>Human Ser Clearing Act</del>	<del>1BB29020</del>	<del>31-Dec-18</del>	<del>\$614.13</del>	<del>1.84%</del>	31-Dec-18	\$0.52
1001	Tax Accts		Various local banks		31-Dec-18	\$107,594.36	0.50%	31-Dec-18	\$298.69
1001	Rev/checking	2	St Bk of Danvers	267151	31-Dec-18	\$1,791,176.70	1.00%	31-Dec-18	\$289.56
1092	Revenue	1	WELLS FARGO	1AB21819	31-Dec-18	\$894,271.62	1.84%	31-Dec-18	\$2,782.89
1101	Rev/Health Care	15	Franklin Fund-MF	45789	31-Dec-18	\$524,981.42	2.53%	31-Dec-18	\$1,065.28
<del>1101</del>	<del>Human Services</del>	<del>17</del>	<del>Co-op Credit Benson</del>	<del>Savings#14534</del>	<del>31-Dec-18</del>	<del>\$249,018.98</del>	<del>1.05%</del>	31-Dec-18	\$1,386.68
3500	Bond Debt Serv	16	MAGIC Bond Debt Acct	651157	31-Dec-18	\$606,373.94	2.34%	31-Dec-18	\$1,203.95
3500	Bond Debt Serv	16	MAGIC CIP Acct	651168	31-Dec-18	\$5,286,206.51	2.34%	31-Dec-18	\$10,495.67
31097	R&B	15	R&B Clearing Acct	1BB27605	31-Dec-18	\$248,471.19	1.84%	31-Dec-18	\$115.57
1097	Revenue	16	MAGIC Revenue Fund	651154	31-Dec-18	\$3,169.69	2.34%	31-Dec-18	\$6.29
1097	Revenue	15	LegacyBk-Plano Tx	524680BM6	8-Jan-19	\$200,000.00	1.65%	31-Dec-18	\$189.86
1097	Revenue	16	CFG Comm Bk-MD	34294	18-Jan-19	\$200,000.00	2.00%	31-Dec-18	\$3,802.74
31097	R&B	15	Old Ntl Bk-Evansville	680061HE1	25-Jan-19	\$200,000.00	2.15%	31-Dec-18	\$3,993.70
<del>111097</del>	<del>Human Services</del>	<del>15</del>	<del>Level One Bk</del>	<del>52730JDH6</del>	<del>4-Feb-19</del>	<del>\$200,000.00</del>	<del>2.00%</del>	31-Dec-18	\$306.85
<del>111097</del>	<del>Human Services</del>	<del>15</del>	<del>E-W Bk San Marino CA</del>	<del>27579TSE7</del>	<del>28-Feb-19</del>	<del>\$200,000.00</del>	<del>2.30%</del>	31-Dec-18	\$37.81
31097	R&B	15	Huntington Ntl Bk-OH	446438RW5	26-Mar-19	\$249,000.00	2.05%	31-Dec-18	\$3,915.78
1097	Revenue	15	Goldman Sachs	38148PHZ36	28-Mar-19	\$200,000.00	1.60%	31-Dec-18	\$797.81
31097	R&B	15	UBS Bk USA	90348JCJ7	4/18/2019	\$200,000.00	2.10%	31-Dec-18	\$138.08
<del>111097</del>	<del>Human Services</del>	<del>15</del>	<del>DMB Cmnty Bk WI</del>	<del>23322GOH3</del>	<del>30-Apr-19</del>	<del>\$200,000.00</del>	<del>2.05%</del>	31-Dec-18	\$0.00
31097	R&B	15	Wells Fargo Bk-SD	949763QE9	28-May-19	\$249,000.00	2.20%	31-Dec-18	\$75.04
<del>111097</del>	<del>Human Services</del>	<del>15</del>	<del>Washington Tr Co RI</del>	<del>940637KCA</del>	<del>29-May-19</del>	<del>\$200,000.00</del>	<del>2.15%</del>	31-Dec-18	\$1,460.82
1097	Revenue	15	St Bk of India	856285BH3	10-Jun-19	\$200,000.00	1.70%	31-Dec-18	\$195.62

31097	R&B	15	BMO Harris Bk, IL	05581WYR0	14-Jun-19	\$248,000.00	2.30%	31-Dec-18	\$3,125.48
111097	Human Services	15	Muslim Relief Bk-LA	60685BEA5	07-Jun-19	\$245,000.00	2.55%	31-Dec-18	\$68.47
111097	Human Services	15	Quontic Bk	74909QAN12	28-Jun-19	\$200,000.00	1.85%	31-Dec-18	\$0.00
111097	Human Services	15	Customers Bk-PA	23204HGG74	24-Jul-19	\$200,000.00	2.25%	31-Dec-18	\$1,590.41
111097	Human Services	15	Academy Bk-Colorado	004000A08	8-Aug-19	\$200,000.00	2.30%	31-Dec-18	\$1,827.40
31097	R&B	15	Preferred Bk-LA Ca	740367GF8	28-Aug-19	\$245,000.00	2.30%	31-Dec-18	\$46.32
31097	R&B	15	1st Foundation-Irvine CA	32026UHT6	16-Sep-19	\$248,000.00	2.40%	31-Dec-18	\$228.30
								31-Dec-18	\$180.27
								31-Dec-18	\$1,839.18
31097	R&B	15	Synovus Bk-GA	87164DLQ1	20-Sep-19	\$240,000.00	2.40%	31-Dec-18	\$1,609.64
31097	R&B	15	Umpqua Bk-OR	90421MBZ5	28-Oct-19	\$200,000.00	2.35%	31-Dec-18	\$811.23
31097	R&B	15	Adams Comm Bk-MA	005594AF3	8-Nov-19	\$200,000.00	2.50%	30-Nov-18	\$301.37
1097	Revenue	15	Citizens Bk-Perry FL	17670LAP1	12-Dec-19	\$200,000.00	1.80%	31-Dec-18	\$177.53
31097	R&B	15	Pinnacle Bk-Nashville TN	72345SHC8	27-Dec-19	\$248,000.00	2.60%	31-Dec-18	\$70.66
111097	Human Services	15	Bk of China/NY	06428FEY5	27-Dec-19	\$240,000.00	2.75%	31-Dec-18	\$54.25
1097	Revenue	15	Synchrony Bk	87165HUG3	21-Jan-20	\$200,000.00	2.10%	31-Dec-18	\$1,898.63
								31-Dec-18	\$1,861.37
						\$18,628,763.39	2.02%		\$45,615.39
CNH LOAN#2					7/9/2019	\$43,756.14	1.75%	31-Dec-18	\$106.99
SCBH-LOAN					12/1/2032	\$1,481,469.72	2.00%	31-Dec-18	\$2,435.29

## 2018 TAX COLLECTIONS

TAX DISTRICT	CHANGED LEVY	TOTAL COLLECTED	TOTAL UNCOLLECTED	% UNCOLLECTED
APPLETON	\$418,600.28	\$418,600.28	\$0.00	0.00%
BENSON	\$442,937.38	\$437,175.86	\$5,761.52	1.30%
CAMP LAKE	\$376,968.00	\$374,098.00	\$2,870.00	0.76%
CASHEL	\$786,821.30	\$785,649.30	\$1,172.00	0.15%
CLONTARF	\$930,318.80	\$927,930.80	\$2,388.00	0.26%
DUBLIN	\$1,120,665.78	\$1,119,303.78	\$1,362.00	0.12%
EDISON	\$461,636.20	\$456,778.20	\$4,858.00	1.05%
FAIRFIELD	\$528,883.87	\$524,431.87	\$4,452.00	0.84%
HAYES	\$561,078.28	\$561,078.28	\$0.00	0.00%
HEGBERT	\$458,318.00	\$455,449.00	\$2,869.00	0.63%
KERKHOVEN	\$393,604.30	\$392,654.30	\$950.00	0.24%
KILDARE	\$684,362.62	\$682,239.62	\$2,123.00	0.31%
MARYSLAND	\$631,894.00	\$628,372.00	\$3,522.00	0.56%
MOYER	\$519,986.00	\$515,963.60	\$4,022.40	0.77%
PILLSBURY	\$864,024.54	\$863,698.54	\$326.00	0.04%
SHIBLE	\$449,068.51	\$449,068.51	\$0.00	0.00%
6 MILE GROVE	\$809,714.42	\$803,172.42	\$6,542.00	0.81%
SWENODA	\$620,511.08	\$620,511.08	\$0.00	0.00%
TARA	\$734,452.60	\$732,218.60	\$2,234.00	0.30%
TORNING	\$1,118,408.60	\$1,115,048.01	\$3,360.59	0.30%
WEST BANK	\$607,159.56	\$604,579.08	\$2,580.48	0.43%
APPLETON CITY	\$2,293,062.98	\$2,239,883.03	\$53,179.95	2.32%
BENSON CITY	\$3,467,258.98	\$3,427,973.48	\$39,285.50	1.13%
CLONTARF CITY	\$155,600.04	\$151,417.04	\$4,183.00	2.69%
DANVERS	\$137,830.70	\$136,182.70	\$1,648.00	1.20%
DEGRAFF	\$65,000.90	\$62,240.90	\$2,760.00	4.25%
HOLLOWAY	\$494,882.00	\$493,882.00	\$1,000.00	0.20%
KERKHOVEN CITY	\$549,004.00	\$530,292.00	\$18,712.00	3.41%
MURDOCK	\$432,121.96	\$424,273.54	\$7,848.42	1.82%
<b>TOTALS</b>	<b>\$21,114,175.68</b>	<b>\$20,934,165.82</b>	<b>\$180,009.86</b>	<b>0.85%</b>

## Swift County Vital Statistics Report (2017)

Thru December 31, 2018

### 2018 DATA

Birth Certs Issued	Death Certs Issued	Marriage Licenses	Notaries Filed
347	858	12-regular	
		23-reduced fee	14 @ \$20.00
County Fees Collected			
\$3,018.00	\$2,947.00	\$875.00	\$280.00

Miscellaneous Fees: Marriage Certificates = \$639.00  
 Data Reports = \$210.00

Total County Fees collected                    **\$7,969.00**

### 2017 DATA

Birth Certs Issued	Death Certs Issued	Marriage Licenses	Notaries Filed
		30-regular	
378	963	15-reduced fee	11 @ \$20.00
County Fees Collected			
\$3,318.00	\$3,340.00	\$1,125.00	\$220.00

Miscellaneous fees: Marriage certificates=\$711.00  
 Data Reports = \$225.00

TOTAL COUNTY FEES COLLECTED            =            **\$8,939.00**



# Request for Board Action

BOARD MEETING DATE:  
February 19, 2019

## Commissioner's Report

### Department Information

ORIGINATING DEPARTMENT: Auditor	REQUESTOR: Kim Saterbak	REQUESTOR PHONE: 320-843-6108
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### Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Review of the 4th Quarter 2018 financial information	
AGENDA YOU ARE REQUESTING TIME ON: Agenda	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? No	EXPLANATION OF MANDATE: Click here to enter text.
BACKGROUND/JUSTIFICATION: The 4th quarter financial information, with comparison to prior year amounts will be presented for the Boards review.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED?	

### Budget Information

FUNDING: n/a
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### Review/Recommendation

COUNTY ATTORNEY: Danielle Olson	COUNTY ADMINISTRATOR: Kelsey Baker
RECOMMENDATIONS: Click here to enter text.	RECOMMENDATIONS: Click here to enter text.
COMMENTS: None	COMMENTS: None

Fund	Department	Expense	Revenue	Current Year (2018)						Prior Year (2017)					
				Expenses			Revenue			Expenses			Revenue		
				Budget	Actual	%	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%
01	003	General Government		\$ -	\$ 562,592	0%	\$ 6,218,251	\$ 6,117,667	98%	\$ 465,100	\$ 465,100	0%	\$ 6,151,294	\$ 6,875,110	112%
	5	Board of Commissioners		\$ 241,672	\$ 233,788	97%	\$ -	\$ -	0%	\$ 239,443	\$ 212,134	89%	\$ -	\$ -	0%
01	021	Law Library		\$ 18,800	\$ 16,454	88%	\$ 14,000	\$ 13,262	95%	\$ 18,800	\$ 15,372	82%	\$ 14,000	\$ 16,835	120%
	31	County Administrator	The expense causing a majority of the difference was "Salaries and Wages".	\$ 309,973	\$ 219,193	71%	\$ -	\$ -	0%	\$ 313,510	\$ 202,187	64%	\$ 4,300	\$ 64	1%
	40	County Auditor	Revenue will be recognized with YE journal entries reclassing time spent on ditches.	\$ 211,084	\$ 184,889	88%	\$ 25,000	\$ 170	1%	\$ 193,947	\$ 177,648	92%	\$ 6,000	\$ -	0%
	41	County Treasurer	Increased revenue was from an increase in Vital Statistics.	\$ 234,945	\$ 209,373	89%	\$ 15,500	\$ 20,170	130%	\$ 209,087	\$ 192,130	92%	\$ 15,500	\$ 22,554	146%
	42	County Assessor		\$ 351,334	\$ 314,944	90%	\$ 46,123	\$ 46,271	100%	\$ 330,620	\$ 289,958	88%	\$ 42,400	\$ 46,123	109%
01	043	Public Examiners		\$ 65,000	\$ 42,205	65%	\$ -	\$ -	0%	\$ 61,500	\$ 53,985	88%	\$ -	\$ -	0%
01	044	License and Permits	The 2017 and 2018 tobacco checks were both paid in 2018.	\$ 1,250	\$ 2,500	200%	\$ 4,350	\$ 4,430	102%	\$ 1,250	\$ -	0%	\$ 4,350	\$ 4,370	100%
01	060	Data Processing		\$ 70,000	\$ 88,182	126%	\$ 1,200	\$ -	0%	\$ 78,300	\$ 81,693	104%	\$ 1,200	\$ -	0%
01	080	Election	The election equipment grant was used to purchased election equipment that was not originally budgeted.	\$ 48,250	\$ 67,796	141%	\$ 4,550	\$ 56,114	0%	\$ 8,275	\$ 7,769	94%	\$ -	\$ -	0%
01	090	County Attorney		\$ 463,070	\$ 381,274	82%	\$ 33,700	\$ 36,007	107%	\$ 464,905	\$ 369,966	80%	\$ 33,700	\$ 40,731	121%
01	100	Land Records		\$ 408,947	\$ 331,464	81%	\$ 136,850	\$ 121,864	89%	\$ 397,344	\$ 307,691	77%	\$ 127,750	\$ 115,512	0%
01	110	Courthouse		\$ 166,830	\$ 176,244	106%	\$ -	\$ -	0%	\$ 192,705	\$ 2,126,890	1104%	\$ -	\$ 2,625	0%
	111	County Museum Building		\$ 17,787	\$ 19,701	111%	\$ -	\$ -	0%	\$ 17,787	\$ 10,334	58%	\$ -	\$ -	0%
	112	CPHS Building		\$ 18,500	\$ 11,714	63%	\$ -	\$ -	0%	\$ 18,146	\$ 280,954	1548%	\$ -	\$ -	0%
	113	Prairie 5 Building		\$ 15,006	\$ 7,504	50%	\$ -	\$ -	0%	\$ 15,006	\$ 8,826	59%	\$ -	\$ -	0%
	114	Rental House		\$ -	\$ -	0%	\$ -	\$ -	0%	\$ 1,358	\$ 1,563	115%	\$ 4,500	\$ 128	3%
	120	County Medical Insurance		\$ -	\$ -	0%	\$ -	\$ -	0%	\$ -	\$ (4,571)	0%	\$ -	\$ -	0%
	122	Veterans Services		\$ 172,715	\$ 153,335	89%	\$ 9,100	\$ 8,874	98%	\$ 158,699	\$ 149,937	94%	\$ 12,500	\$ 15,009	120%
	123	Planning & Zoning		\$ 140,849	\$ 107,920	77%	\$ 118,449	\$ 149,704	126%	\$ 100,394	\$ 65,626	65%	\$ 83,094	\$ 82,410	99%
01	148	Technology Committee		\$ 25,300	\$ 30,754	122%	\$ -	\$ -	0%	\$ 45,800	\$ 48,138	105%	\$ -	\$ -	0%
	149	Tech Support		\$ 281,400	\$ 249,796	89%	\$ 202,600	\$ 238,160	118%	\$ 259,217	\$ 235,208	91%	\$ 202,600	\$ 221,997	110%
01	200	Sheriff		\$ 1,472,659	\$ 1,416,771	96%	\$ 70,500	\$ 83,127	118%	\$ 1,392,474	\$ 1,342,394	96%	\$ 72,625	\$ 82,198	113%
01	202	911 Distribution		\$ 51,728	\$ 42,733	83%	\$ 51,728	\$ 70,123	136%	\$ 51,728	\$ 41,431	80%	\$ 51,725	\$ 58,052	112%
01	204	Coroner	When budgeting, trending was used to estimated the expense. Actual costs have exceeded the budget amount, but cannot be controlled by the county.	\$ 15,000	\$ 23,570	157%	\$ -	\$ -	0%	\$ 14,000	\$ 23,940	171%	\$ -	\$ -	0%
01	205	Jail		\$ 1,061,078	\$ 974,903	92%	\$ 34,000	\$ 28,411	84%	\$ 1,013,074	\$ 831,990	82%	\$ 34,000	\$ 29,817	88%
01	251	Grant 6W Community Corrections		\$ 235,853	\$ 243,662	103%	\$ -	\$ -	0%	\$ 223,134	\$ 223,134	100%	\$ -	\$ -	0%
01	261	Restorative Justice		\$ 69,361	\$ 61,675	89%	\$ -	\$ 2,554	0%	\$ 67,249	\$ 64,075	95%	\$ -	\$ 11,101	0%
01	280	Emergency Management		\$ 85,698	\$ 70,362	82%	\$ 17,000	\$ 18,220	107%	\$ 80,253	\$ 78,676	98%	\$ 17,000	\$ 23,003	135%
01	400	Countryside Public Health		\$ 112,851	\$ 112,851	100%	\$ -	\$ -	0%	\$ 100,760	\$ 100,760	100%	\$ -	\$ -	0%
01	406	Youth Programs		\$ -	\$ -	0%	\$ -	\$ -	0%	\$ -	\$ -	0%	\$ -	\$ -	0%
01	490	Ambulance	We should Board Commit these funds.	\$ 40,000	\$ -	0%	\$ -	\$ -	0%	\$ 41,600	\$ 78,885	190%	\$ -	\$ -	0%
01	520	County Parks		\$ 40,000	\$ 32,533	81%	\$ 40,000	\$ 36,387	91%	\$ 37,000	\$ 69,400	188%	\$ 37,000	\$ 98,188	265%
01	521	Parks & Drainage		\$ 254,778	\$ 210,192	83%	\$ 187,118	\$ 135,579	72%	\$ 232,745	\$ 180,812	78%	\$ 185,118	\$ 12,118	7%
01	600	Extension		\$ 148,621	\$ 132,610	89%	\$ 1,200	\$ 1,419	118%	\$ 146,869	\$ 124,732	85%	\$ 1,200	\$ 972	81%
01	602	Agriculture Inspector		\$ 13,500	\$ 13,500	100%	\$ -	\$ -	0%	\$ 13,500	\$ 13,500	100%	\$ -	\$ -	0%
01	603	Predator Control		\$ 10,000	\$ 10,110	101%	\$ -	\$ -	0%	\$ 11,500	\$ 13,777	120%	\$ -	\$ -	0%
01	703	Grants and Appropriations		\$ 463,482	\$ 585,121	126%	\$ -	\$ -	0%	\$ 478,530	\$ 451,957	94%	\$ -	\$ -	0%
				\$ 7,337,321	\$ 7,342,215	100%	\$ 7,231,219	\$ 7,188,513	99%	\$ 7,030,509	\$ 8,938,001		\$ 7,101,856	\$ 7,758,917	

As of Date (MM/YYY 12/2018  
Budget Name: 2018 Approved Final  
Budget Selector: Full Year Budget  
Save Report Options: N  
Comment:

FUND	Range	From	01	Thru	11
X	Include/eXclude		8		

\*\*\*\* **Swift County** \*\*\*\*  
Executive Departmental Budget to Actual Review  
As of December 31, 2018



Operational Funds

	Expenditures				Revenues				Net Actual
	Full Year Budget	1/1/2018 12/31/2018 Actual	Variance	PCT	Full Year Budget	1/1/2018 12/31/2018 Actual	Variance	PCT	
1 County General Revenue									
3 General Government	0	562,592	(562,592)	0	6,218,251	6,117,667	(100,584)	98	5,555,075
5 Board Of Commissioners	241,672	233,788	7,885	97	0	0	0	0	(233,788)
21 Law Library	18,800	16,454	2,346	88	14,000	13,262	(738)	95	(3,192)
31 County Administration	309,973	219,193	90,780	71	0	0	0	0	(219,193)
40 County Auditor	211,084	184,889	26,195	88	25,000	170	(24,830)	1	(184,719)
41 County Treasurer	234,945	209,373	25,572	89	15,500	20,170	4,670	130	(189,203)
42 County Assessor	351,334	314,944	36,390	90	46,123	46,271	148	100	(268,673)
43 Public Examiners	65,000	42,205	22,795	65	0	0	0	0	(42,205)
44 Licenses And Permits	1,250	2,500	(1,250)	200	4,350	4,430	80	102	1,930
60 Data Processing	70,000	88,182	(18,182)	126	1,200	0	(1,200)	0	(88,182)
89 Elections	48,250	67,796	(19,546)	141	4,550	56,114	51,564	1233	(11,681)
90 County Attorney	463,070	381,274	81,796	82	33,700	36,007	2,307	107	(345,267)
100 Land Records	408,947	331,464	77,483	81	136,850	121,864	(14,986)	89	(209,600)
110 Courthouse	166,830	176,244	(9,414)	106	0	0	0	0	(176,244)
111 County Museum building	17,787	19,701	(1,914)	111	0	0	0	0	(19,701)
112 CPHS building	18,500	11,714	6,786	63	0	0	0	0	(11,714)
113 Prairie 5-Counsel Assoc building	15,006	7,504	7,502	50	0	0	0	0	(7,504)
114 Rental House	0	0	0	0	0	0	0	0	0
122 Veterans Service	172,715	153,335	19,380	89	9,100	8,874	(226)	98	(144,460)
123 Planning And Zoning	140,849	107,920	32,929	77	118,449	149,704	31,255	126	41,784
148 Technology Committee	25,300	30,754	(5,454)	122	0	0	0	0	(30,754)
149 Technical Support	281,400	249,796	31,604	89	202,600	238,160	35,560	118	(11,636)
200 Sheriff	1,472,659	1,416,771	55,888	96	70,500	83,127	12,627	118	(1,333,644)
202 911 Distribution	51,728	42,733	8,995	83	51,728	70,123	18,395	136	27,390
204 Coroner	15,000	23,570	(8,570)	157	0	0	0	0	(23,570)
205 Jail	1,061,078	974,903	86,175	92	34,000	28,411	(5,589)	84	(946,492)
251 Grants 6W Community Corrections	235,853	243,662	(7,809)	103	0	0	0	0	(243,662)
261 Restorative Practices	69,361	61,675	7,686	89	0	2,554	2,554	0	(59,121)
280 Emergency Management	85,698	70,362	15,336	82	17,000	18,220	1,220	107	(52,142)
400 Countyside Public Health Service	112,851	112,851	0	100	0	0	0	0	(112,851)
406 Youth Programs	0	0	0	0	0	0	0	0	0
490 Ambulance	40,000	0	40,000	0	0	0	0	0	0
520 County Parks	40,000	32,533	7,467	81	40,000	36,387	(3,613)	91	3,854
521 Parks And Drainage	254,778	210,192	44,587	82	187,118	135,579	(51,539)	72	(74,613)
600 Extension	148,621	132,610	16,011	89	1,200	1,419	219	118	(131,191)
602 Agriculture Inspector	13,500	13,500	0	100	0	0	0	0	(13,500)
603 Predator Control	10,000	10,110	(110)	101	0	0	0	0	(10,110)
701 Economic Development Grow	0	0	0	0	0	0	0	0	0
703 Grants And Appropriations	463,482	585,121	(121,639)	126	0	0	0	0	(585,121)

\*\*\*\* Swift County \*\*\*\*  
Executive Departmental Budget to Actual Review  
As of December 31, 2018



Operational Funds

	Expenditures				Revenues				Net Actual
	Full Year Budget	1/1/2018 12/31/2018 Actual	Variance	PCT	Full Year Budget	1/1/2018 12/31/2018 Actual	Variance	PCT	
800 Unallocated	0	0	0	0	0	0	0	0	0
1 County General Revenue	<u>7,337,321</u>	<u>7,342,214</u>	<u>(4,893)</u>	<u>100</u>	<u>7,231,219</u>	<u>7,188,514</u>	<u>(42,705)</u>	<u>99</u>	<u>(153,700)</u>
2 Solid Waste Fund									
390 Environmental Services	983,858	1,145,196	(161,338)	116	857,150	1,031,758	174,608	120	(113,438)
2 Solid Waste Fund	<u>983,858</u>	<u>1,145,196</u>	<u>(161,338)</u>	<u>116</u>	<u>857,150</u>	<u>1,031,758</u>	<u>174,608</u>	<u>120</u>	<u>(113,438)</u>
3 County Road & Bridge									
300 Highway Administration	168,125	152,415	15,710	91	6,975,060	7,132,979	157,919	102	6,980,565
301 Shared County Engineer	175,887	155,242	20,645	88	87,944	85,503	(2,441)	97	(69,740)
310 Maintenance	1,830,819	1,584,971	245,848	87	0	0	0	0	(1,584,971)
311 Authorized Work Contributions	15,109	12,324	2,785	82	0	0	0	0	(12,324)
315 Engineering	117,541	75,162	42,379	64	0	0	0	0	(75,162)
320 Construction	3,634,966	2,881,787	753,179	79	0	0	0	0	(2,881,787)
330 Equipment & Maintenance Shops	743,913	604,306	139,607	81	0	0	0	0	(604,306)
350 Other (Highway)	8,000	5,232	2,768	65	0	0	0	0	(5,232)
360 Accounts Receivable	3,093	1,030	2,063	33	0	0	0	0	(1,030)
370 Inter-Governmental Expense	413,931	483,955	(70,024)	117	0	0	0	0	(483,955)
3 County Road & Bridge	<u>7,111,384</u>	<u>5,956,423</u>	<u>1,154,961</u>	<u>84</u>	<u>7,063,004</u>	<u>7,218,482</u>	<u>155,478</u>	<u>102</u>	<u>1,262,059</u>
11 Human Services									
404 Income Maintenance	1,308,440	1,160,194	148,246	89	1,308,440	1,296,202	(12,238)	99	136,009
405 Social Services	4,222,635	3,803,588	419,047	90	4,222,635	4,190,606	(32,029)	99	387,018
408 Day Care Provider Deferred Loan Progr	0	52,789	(52,789)	0	0	14,949	14,949	0	(37,840)
11 Human Services	<u>5,531,075</u>	<u>5,016,570</u>	<u>514,505</u>	<u>91</u>	<u>5,531,075</u>	<u>5,501,756</u>	<u>(29,319)</u>	<u>99</u>	<u>485,186</u>
	<u>20,963,638</u>	<u>19,460,404</u>	<u>1,503,234</u>		<u>20,682,448</u>	<u>20,940,510</u>	<u>258,062</u>		<u>1,480,106</u>